

**Commission on Higher Education
Caraga Administrative Region
Annual Procurement Plan - NON CSE (APP-non CSE) for FY 2022**

Code (PAF)	Procurement Program/Project	PIMO End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedules for Each Procurement Activity				Estimated Budget (PHP)			Remarks (Brief description of Program/Activity/Product)	
					Advertisement/Posting of IB/B/E	Submission/Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE		CO
50202010	Training Expenses a. Payment to Civil Service Commission (CSC) (Learning & Development)	Administrative/ Technical	No	NP-53.5 Agency-to-Agency	3/2/2022	9/2/2022	11/2/2022	02/14/2022	GoP	50,000.00	50,000.00	0	
50203020	Accountable Forms Expenses a. Procurement of checkbooks at the Landbank of the Philippines b. Procurement of accountable forms (Receipts) at the National Printing Office c. Security Paper	Administrative	No	NP-53.5 Agency-to-Agency	N/A	N/A	1/3/2022	7/3/2022	GoP	15,000.00	15,000.00	0	
50203070	Drugs and Medicines Expenses a. Procurement of medicine & vitamins aa. Acetylsalicylic (Aspirin) Tablet 500 mg ab. Gliclazide 200mg scored capsule ac. Paracetamol 500mg tablet ad. Ibuprofen ae. Amoxicillin af. Phenylephrine HCl, Chlorpheniramine Maleate, Pseudoephedrine ag. Levocetirizine ah. Phenylephrine HCl ai. Lorazepam 50 + Amitriptyline 5mg aj. Mifepristone with zinc & copper ak. Lubricants al. Oil and Lubricants Expenses	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	3,000.00	3,000.00	0	
50203080	Office Supplies and Materials Expenses a. Electric Fan (Stand Fan - 16") b. GAD Corner c. Rent to Own High Diffusion Book Scanner d. Toner/Ink/Printer e. DIGITAL VOICE RECORDER, memory: 4GB (expandable) f. Memory Card RAM DORA 8GB g. Uninterruptible Power Supply (UPS) h. Printing of PVC Identification Card for SO CHED Caraga Personnel (Organic/Non-Organic) i. Table Tennis Equipment (Table, Racket & Ball)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	01/17/2022	01/20/2022	01/21/2022	01/24/2022	GoP	60,000.00	60,000.00	0	
50204010	Water Expenses a. Procurement of mineral waters for office use	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	4,500.00	4,500.00	0	
50204020	Electricity Expenses a. Electricity services	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	5,000.00	5,000.00	0	
50205010	Postage a. Mail Services	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	36,000.00	36,000.00	0	
50206020	Telephone a. Mobile Expenses aa. Land Communication b. Landline Expenses c. Internet Subscription Expenses	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	5,000.00	5,000.00	0	
50206030	Legal Services	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	3,500.00	3,500.00	0	
50211010			No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	5,000.00	5,000.00	0	
50211020			No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	9,000.00	9,000.00	0	
50211030			No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	15,000.00	15,000.00	0	
50211040			No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	15,000.00	15,000.00	0	
50211050			No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	240,000.00	240,000.00	0	
50211060			No	NP-53.5 Agency-to-Agency	N/A	N/A	3/1/2022	5/1/2022	GoP	25,000.00	25,000.00	0	
50211070			No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	80,000.00	80,000.00	0	
50211080			No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	72,000.00	72,000.00	0	
50211090			No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	70,000.00	70,000.00	0	
50211100			No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	40,000.00	40,000.00	0	

Code (PAP)	Procurement Programs/Project	PMO/End-User	Is this an Early Procurement Activity? (Training)	Mode of Procurement	Schedule for Each Procurement Activity					Estimated Budget (PAP)			Remarks (brief description of Program/Activity/Project)
					Advertisement Posting of BRF/RFI	Submission/Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	CO	
9021.203000	a. Notarial services	Administrative	No	NP-53.9 - Small Value Procurement	3/1/2022	7/1/2022	10/1/2022	12/1/2022	GoP	2,000.00	2,000.00	0	
9021.304001	Repairs and Maintenance - Buildings	Administrative	Yes	NP-53.9 - Small Value Procurement	3/1/2022	8/1/2021	3/1/2022	5/1/2022	GoP	581,000.00	581,000.00	0	
9021.305002	a. Procurement of materials and labor repair of CHED Building	Administrative/Technical	No	NP-53.9 - Small Value Procurement	3/2/2022	9/2/2022	1/12/2022	02/14/2022	GoP	30,000.00	30,000.00	0	
9021.306001	Repairs and Maintenance - Office Equipment	Administrative/Technical	No	NP-53.9 - Small Value Procurement	3/2/2022	9/2/2022	1/12/2022	02/14/2022	GoP	10,000.00	10,000.00	0	
9021.306001	Repairs and Maintenance - Motor Vehicles	Administrative	No	NP-53.9 - Small Value Procurement	3/2/2022	9/2/2022	1/12/2022	02/14/2022	GoP	40,000.00	40,000.00	0	
9021.307000	a. Procurement of services for repairs aircon, printer, scanner, computer & laptop.	Administrative	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	18,000.00	18,000.00	0	
9021.307000	b. Car Battery (Trova & Adventure)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	3/2/2022	9/2/2022	1/12/2022	02/14/2022	GoP	2,000.00	2,000.00	0	
9021.307000	Repairs and Maintenance - Furniture and Fixture	Administrative/Technical	No	NP-53.9 - Small Value Procurement	3/2/2022	9/2/2022	1/12/2022	02/14/2022	GoP	1,000.00	1,000.00	0	
9021.308002	Advertising Expenses	Administrative	No	NP-53.9 - Small Value Procurement	3/2/2022	9/2/2022	1/12/2022	02/14/2022	GoP	1,000.00	1,000.00	0	
9021.309002	Printing and Publication Expenses	Administrative	No	NP-53.9 - Small Value Procurement	3/2/2022	9/2/2022	1/12/2022	02/14/2022	GoP	10,000.00	10,000.00	0	
9021.309002	Procurement of printing and publication services for the following reading materials:	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	10,000.00	10,000.00	0	
9021.309002	a. Printing of the CHED Annual Report/Statistical Bulletin for 2022	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	4,495.00	4,495.00	0	
9021.309002	b. Printing of Signages/Targets for Organizational Structure, Vision, Mission, Core Values, Emergency Exit, Evacuation Plan, Emergency Hotline, etc.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	4,495.00	4,495.00	0	
9021.309002	Representation Expenses	Administrative	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	10,000.00	10,000.00	0	
9021.309002	Procurement of Catering Services for the following Activities:	Administrative	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	10,000.00	10,000.00	0	
9021.309002	a. Management Committee Meetings	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	60,000.00	60,000.00	0	
9021.309002	b. Quarterly Assessment of Targets and Accomplishments	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	15,500.00	15,500.00	0	
9021.309002	c. Quarterly Updating on Fund Utilization	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	15,500.00	15,500.00	0	
9021.309002	d. Mid-Year Performance Review and Action Planning	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	15,500.00	15,500.00	0	
9021.309002	e. Year-End Assessment and Target Setting	Technical	No	NP-53.9 - Small Value Procurement	12/2/2022	12/6/2022	12/12/2022	12/12/2022	GoP	6,000.00	6,000.00	0	
9021.309002	f. Year-End Conference with HET Presidents	Technical	No	NP-53.9 - Small Value Procurement	12/2/2022	12/6/2022	12/12/2022	12/12/2022	GoP	27,000.00	27,000.00	0	
9021.309002	g. Regional Conference of the HEMIS Coordinators and IT Support Staff	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	15,500.00	15,500.00	0	
9021.309002	h. Regional Orientation on Data Elements on CHECKS System	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	15,500.00	15,500.00	0	
9021.309002	i. Workshop for the Public Service Continuity Plan for CHED-Visayas/CHED-Jordan	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	15,250.00	15,250.00	0	
9021.309002	j. Presentation of the Information System (IS) Developed for the Administrative Division (1st Quarter) - COMIS	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	2,550.00	2,550.00	0	
9021.309002	k. CHED Change ISO 9001:2015 Internal Quality Audit	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	6,000.00	6,000.00	0	
9021.309002	l. SUGS Teleconferences on Data Collection for the Seven	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	6,500.00	6,500.00	0	
9021.309002	m. SUGS Teleconferences on Data Collection for the Seven	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	6,500.00	6,500.00	0	
9021.309002	n. PHETA HEA Teleconferences on Data Collection for the Seven	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	6,500.00	6,500.00	0	
9021.309002	o. Presentation of the Information System (IS) Developed for the Technical Division (2nd Qtr)	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	2,250.00	2,250.00	0	
9021.309002	p. Regional Teleconference on Online CAV Application among HEL Regions	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	6,500.00	6,500.00	0	
9021.309002	q. Presentation of the Information System (IS) Developed from the Admin/Technical Division (3rd Qtr & 4 Qtr)	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	3,000.00	3,000.00	0	
9021.309002	r. Meeting on Technical Division Concerns	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	7,500.00	7,500.00	0	
9021.309002	s. Online Assembly of RQAT Members	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	6,500.00	6,500.00	0	
9021.309002	t. Regional Conference of the Council of Deans	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	16,000.00	16,000.00	0	
9021.309002	u. Workshop on Retooling Processes of Program Application and LMO E-visit	Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	13,000.00	13,000.00	0	
9021.309002	v. Remote Monitoring & Evaluation	Technical	No	NP-53.9 - Small Value Procurement	5/2/2022	5/8/2022	5/12/2022	5/12/2022	GoP	15,000.00	15,000.00	0	
9021.309002	w. GAD Regional Summit	Technical	No	NP-53.9 - Small Value Procurement	1/6/2022	5/6/2022	10/6/2022	10/6/2022	GoP	2,800.00	2,800.00	0	
9021.309002	x. Seminar on Gendering the Curriculum	Technical	No	NP-53.9 - Small Value Procurement	1/6/2022	5/6/2022	10/6/2022	10/6/2022	GoP	2,800.00	2,800.00	0	
9021.309002	y. Seminar on Sex Disaggregated Data	Technical	No	NP-53.9 - Small Value Procurement	5/2/2022	5/9/2022	5/16/2022	5/16/2022	GoP	5,250.00	5,250.00	0	

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					Advertisement/Posting of IBRE	Submission/Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	
	y. Seminar on GAD Data Analysis	Technical	No	NP-53.9 - Small Value Procurement	5/3/2022	5/9/2022	5/16/2022	5/16/2022	GoP	5,250.00	5,250.00	0
	z. Regional Conference of Student Leaders	Technical	No	NP-53.9 - Small Value Procurement	5/3/2022	5/9/2022	5/16/2022	5/16/2022	GoP	5,600.00	5,600.00	0
	aa. Regional Conference of SAS Directors	Technical	No	NP-53.9 - Small Value Procurement	5/3/2022	5/9/2022	5/16/2022	5/16/2022	GoP	5,600.00	5,600.00	0
	bb. Regional Conference of Guidance Counselors	Technical	No	NP-53.9 - Small Value Procurement	8/5/2022	8/11/2022	8/15/2022	8/15/2022	GoP	5,600.00	5,600.00	0
	cc. Workshop on CHED Carega Research Development Plan and Research Priorities	Technical	No	NP-53.9 - Small Value Procurement	5/3/2022	9/3/2022	12/3/2022	03/16/2022	GoP	15,300.00	15,300.00	0
	dd. Workshop on CHED Carega Research Development	Technical	No	NP-53.9 - Small Value Procurement	3/1/2022	7/1/2022	10/1/2022	12/1/2022	GoP	7,500.00	7,500.00	0
	ee. Regional Conference of NSTP Coordinators	Technical	No	NP-53.9 - Small Value Procurement	5/3/2022	5/9/2022	5/16/2022	5/16/2022	GoP	2,800.00	2,800.00	0
	ff. Weekly Convocation and Staff Meeting	Administrative/Technical	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	48,000.00	48,000.00	0
	gg. Monthly Coordinative Meeting on Administrative Matters	Administrative	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	40,000.00	40,000.00	0
	hh. Quarterly Review and Updating of Fund Utilization	Administrative	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	12,000.00	12,000.00	0
	ii. Team Building and Final Preparatory Meeting for the Conduct of Higher Education Conference and Turn Over Ceremony of Ilocos Regional Director 2022	Administrative/Technical	No	NP-53.9 - Small Value Procurement	1/3/2022	1/4/2022	1/5/2022	1/5/2022	GoP	19,975.00	19,975.00	0
	jj. Conduct of Higher Education Conference and Turn Over Ceremony of Incoming Regional Director 2022	Administrative/Technical	No	NP-53.9 - Small Value Procurement	1/3/2022	1/4/2022	1/5/2022	1/5/2022	GoP	14,400.00	14,400.00	0
	kk. Awarding of Best Employees and Support Staff Implementing the Program on Awards and Incentives for Service Excellence (PRAISE)	HRMO	No	NP-53.9 - Small Value Procurement	12/2/2022	12/6/2022	12/12/2022	12/12/2022	GoP	135,000.00	135,000.00	0
	ll. Regional Assembly with HEIS Registrants & IT Staff	Administrative	No	NP-53.9 - Small Value Procurement	10/10/2022	10/14/2022	10/17/2022	10/18/2022	GoP	2,500.00	2,500.00	0
	mm. Review on Policy of Performance Management	HRMO	No	NP-53.9 - Small Value Procurement	10/10/2022	10/14/2022	10/17/2022	10/18/2022	GoP	5,000.00	5,000.00	0
	nn. Review on Policy of Learning and Development System	HRMO	No	NP-53.9 - Small Value Procurement	10/10/2022	10/14/2022	10/17/2022	10/18/2022	GoP	5,000.00	5,000.00	0
	oo. Quarterly Meeting Strategic Performance Management System	HRMO	No	NP-53.9 - Small Value Procurement	10/10/2022	10/14/2022	10/17/2022	10/18/2022	GoP	5,000.00	5,000.00	0
	pp. Conduct/Meeting/ Update on Human Resource Merit Promotion and Selection Board	HRMO	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	5,000.00	5,000.00	0
	qq. Business Process Review and Workshop	HRMO	No	NP-53.9 - Small Value Procurement	2/2/2022	2/7/2022	2/10/2022	2/11/2022	GoP	5,000.00	5,000.00	0
5029907099	Other Subscriptions Expenses											
	ra. Cable Services	Administrative	No	Direct Contracting	3/1/2022	7/1/2022	10/1/2022	12/1/2022	GoP	1,000.00	1,000.00	0
Total										2,382,920.00	2,382,920.00	

Prepared by:


ANGEL A. ASIS
 Administrative Aide VI/Procurement Officer

Fund Availability:


ALMA SY PATRON, MSW, I.L.B.
 Chief Administrative Officer

Approved by:


GEORGE M. COLORADO, Ph.D., CESO III
 Director IV